

Board of County Commissioners

Division of Planning & Development

Building Services Department

209 North Florida Street, Suite 5 • Bushnell, FL 33513-6146 • Phone (352) 793-0270 • FAX: (352) 793-0274
SunCom: 665-0270 • Website: <http://bocc.co.sumter.fl.us/plandevlop>



Mobile Home Permit Submittal Requirements:

Site

- ☐ Provide the recorded deed, legal description and/or 911 address on which the construction, alteration or improvement will be made
- ☐ 2 copies of the survey or site plan showing the dimensions of the property, setbacks, easements, wells, septic tank and all existing structures and all new improvements to be added to the site
- ☐ Submit the age and size of the mobile home being permitted
- ☐ Environmental health septic tank information/sewer connection details
- ☐ Flood plain information; if applicable

Building

- ☐ Submit mobile home pre-permit inspection checklist (required if mobile home is **15 years older** than permitting year)
- ☐ 2 copies of the floor plan
- ☐ 2 copies of the foundation "Blocking Diagram" with schematic of the manufacturers tie downs
- ☐ Details on subcontractors and/or owner that is doing the HVAC work, the plumbing connections and the electrical work
- ☐ Electrical service requirements, panel size and details
- ☐ Details on skirting requirements, entrance stairs and/or decks (stairs and decks may require engineering drawings depending on size and design)

Contractor/Owner Builder

- ☐ Contractor information including the company name, telephone number, address of the business and qualifiers name, license number and a copy of the occupational license (Proof of liability insurance and workers compensation is optional)
- ☐ Owner/Builder affidavit; if applicable

Other

- ☐ A copy of the recorded Notice of Commencement is preferred at permitting but must be submitted in the office **prior to requesting inspections**
- ☐ Documentation that a driveway permit has been applied for with the Sumter County Public Works Department. (352) 793-0240

This checklist should be used as a guideline for submittal for building permits. For more detailed information for building plans and permits refer to the administration section of the Florida Building Code 2001, administrative code for the installation of mobile homes and the Sumter County Land Development Code. This list may have additional requirements depending on the type of permit required and the scope of work.

